



City of Chino
Human Resources Department



Typing Certificate Requirements

Employment Applications for positions that specify a typing speed requirement must be accompanied by a certified typing certificate. Both the application and the certificate must be received by the final filing date. The certificate must be issued by an accredited school or agency and be dated no earlier than twelve months prior to the final filing date listed on the job announcement.

The certificate must contain:

- **Agency's official emblem**
- **Name of applicant**
- **Number of gross and net words per minute**
- **Number of errors**
- **Date of certificate**
- **Signature of person certifying the certificate**
- **Address and telephone number of agency**

Below is a partial list of local agencies that provide typing certificates.

Mt. San Antonio College

1100 N. Grand Ave.
Adult Basic Education Lab
Building 30, Room 111
Walnut, CA 91789
(909) 274-4935

Please call to verify hours of operation during semester breaks.

Monday – Thursday, 12:00 pm – 7:00 pm

Friday, 8:00 am – 3:00 pm

Summer Hours:

Monday – Thursday, 12:00 pm – 7:00 pm

***WALK-INS ACCEPTED**

No Fee for Typing Certificate
A \$4.00 daily parking permit for Parking Lot is required if not a current student with a semester parking permit.

Olympic Personnel Services

588 South Grand Avenue
Covina, CA 91722
(626) 967-5255
Monday – Friday, 8:00 am – 4:30 pm
Walk-In only
Cost is \$20.00

Glendora Employment Agency, Inc.

203 So. Glendora Ave., Suite C.
Glendora, CA 91741
(626) 335-4081
Monday – Friday, 9:00 am – 5:00 pm
Appointment only
Cost is \$20.00 cash (\$22.50 for credit card)

Chaffey Adult School

1802 E Seventh St
Ontario, CA 91764
(909) 391-5365
Monday – Friday, 8:30 am – 11:30 am
Appointment only
Cost is \$25.00

Kimco Staffing Services

3990 Concoors St, Ste 125
Ontario, CA 91764
(909) 390-9881
Monday – Friday, 8:00 am – 4:00 pm
Appointment only
Cost is \$20.00